



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : MAR 22 2023

PROJECT NO. : QCGH-23-SERVICES-0118

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : COMPREHENSIVE PREVENTIVE MAINTENANCE OF ELEVATOR
Approved Budget of the Contract : Php 1,364,999.94
End-User / Implementing Office : QUEZON CITY GENERAL HOSPITAL

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than MAR 27 2023, 11:00 a.m. Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2023); ✓
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00) ✓
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by QC BAC- Goods and Services.


MA. MARGARITA T. SANTOS
Chairperson, BAC- Goods and Services

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<p>Comprehensive Preventive Maintenance (PM) of Five (5) units Elevator</p> <ul style="list-style-type: none">- Conduct general inspection of equipment - examine the wear and tear condition of all machine and components, abnormal temperature rise, oil leaks, vibrations, noises and others- Adjustment of all machinery, ropes, sheaves fixing, controllers, gates, door interlocks, wirings and safety devices also lubrication of all motors, controller brakes, rail guides and lift cars.- Provide necessary grease oil, and cotton waste fuse elements for control signals and transformer, and the necessary tools in carrying the work- Check leveling difference, break slippage, acceleration, deceleration, and riding comfort, also check indicator lamps, bulbs, buzzer and car lights- Check all load wires, termination, and operation or relays, contactors, safety contacts, push buttons, terminal blocks and all terminal sockets.- Conduct quarterly insulation testing, amperage and voltage reading of motor and transformer retightening of all termination points, screw and lugs.- Provide monthly refilling of oiler, topping includes automatic chain rollers.- Conduct recommendation and advise to all worn out parts to be replaced and cost of the replacement parts.- Supply free charge of the following materials or elevator component parts and labor to fit the same:<ul style="list-style-type: none">a. Gear oil and consumablesb. Worn gear, driving and diverter sheaves, bearing(s), breaker(s), traction machine motor(s), brake coil assembly, converters, and door operator (s).c. Car and hoist way equipment, or elevator wire rope(s)/ governor wire rope, governor assembly.d. Elevator signal fixtures, push buttons, Car Operating Panel, and Landing Operating Panel.	Lot	1		

e. Trailing cable(s) and electrical wiring(s).				
f. Car door and landing door mechanical components, door guide shoes, pick-up rollers, door rollers.				
g. Load Testing and Calibration of transducer, load weighed, control board.				
h. Replacement of electronic parts such as relay, contactors, printed circuit boards, transformer, repair of electronic parts, testing and commissioning.				
i. Repair of traction machine				
j. Replacement of five (5) units Elevator Airconditioning unit for Five (5) units Hospital Elevator.				
k. Supply and install of Submersible Pump and AVR for Four (4) units of Elevator				
(With attached Terms of Reference (TOR) which will form an integral part of this Quotation) /				
TOTAL				

Amount in Words: _____

Delivery Period : Until December 31, 2023

Warranty : _____

Other Requirements:
<div><div>1. <i>Organizational Chart</i></div><div>2. <i>List of Manpower requirements</i></div><div>3. <i>Affidavit of Undertaking stating the following:</i><div><div>- <i>The service provider should have at least three (3) years actual experience in elevator preventive maintenance, repair or installation.</i></div><div>- <i>All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Electrical Engineer or Mechanical Engineer.</i></div></div></div><div>4. <i>Certification from the manufacturer/supplier that the elevators supplies and spare parts to be delivered are genuine</i></div></div>

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address